

# State of Connecticut JOB POSTING

## DEPARTMENT OF LABOR JOB OPPORTUNITY SECRETARY 1 - OFFICE OF DIVERSITY & EQUITY

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list  
**Location:** 200 Folly Brook Blvd., Wethersfield, CT  
**Job Posting No:** 483  
**Hours:** Full-Time (1<sup>st</sup> shift - 40 hrs/week)  
**Salary:** \$39,061 - \$51,255  
**Closing Date:** October 18,2012

**Eligibility Requirement:** Candidates must be on the current Secretary 1 certification list promulgated by the Department of Administrative Services. State employees currently holding the title or those who have previously attained permanent status may apply for lateral transfer.

**Examples of Duties:**

*Typing:* Types a full range of correspondence/reports, from rough draft, transcription, dictated notes, etc.; proofreads/edits documents. *Filing and Record Keeping:* Designs office filing systems; organizes and maintains files; updates reference materials; organizes and maintains electronic records; maintains/updates database. *Correspondence:* Composes letters and memoranda. *Report Writing:* Compiles information from standard sources and prepares data reports; proofreads reports, Affirmative Action Plan and related documents; greets visitors; answers phones and takes messages; makes appropriate referrals, provides assistance with EEO procedures and completing forms, provides information on general purpose of the unit). *Personal Secretary:* Schedules meetings; takes minutes for meetings; transcribes interviews for EEO investigations; takes notes using shorthand/speedwriting; researches topics to provide information to EEO director. Manages EEO director's calendar; makes travel arrangements; coordinates EEO training, prepares training materials and assists in creating PowerPoint presentations for training purposes. *Office Management:* Maintains an inventory of supplies and equipment; orders supplies. Processes purchasing requests; streamlines office functions. Performs related duties as required.

**Knowledge, Skills and Abilities:** Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

**Preferred Skills:** Demonstrated proficiency in MS Office programs (Word, Access, Excel, PowerPoint); exceptional organizational skills.

**General Experience:** Two (2) years' experience above the routine clerk level in office support or secretarial work.

**Substitution Allowed:** College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who are not currently a state employee must start at the minimum salary.

**Application Instructions:** Qualified candidates should submit a cover letter, resume, State Application (CT-HR-12) and the Pre-Authorization and Release form (immediately follows this job announcement). State employees are required to submit their last two service ratings. The CT-HR-12 can be downloaded at <http://www.das.state.ct.us/cr1.aspx?page=13>. Reference Job Posting No. 483 on the application. Incomplete application packets and those not received or postmarked by the closing date will not be considered. Submit via mail or fax to:

DEPARTMENT OF LABOR  
200 FOLLY BROOK BOULEVARD  
WETHERSFIELD, CT 06109  
FAX (860) 263-6699

If you fax your application, it is not necessary to also send an original copy. Due to the large number of expected applicants we cannot confirm receipt of application materials. Not all individuals who apply will be granted an interview.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

CONNECTICUT DEPARTMENT OF LABOR

Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant's Name (Last, First, Middle): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone Number: (    ) \_\_\_\_\_

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

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Date Signed

Signature of Applicant

As a candidate being considered for employment at the Department of Labor, I have received a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

\_\_\_\_\_

Date Signed

\_\_\_\_\_

Signature

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link:

[http://www.ct.gov/ethics/lib/ethics/guides/public\\_officials\\_guide\\_10.pdf](http://www.ct.gov/ethics/lib/ethics/guides/public_officials_guide_10.pdf)